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People come First!

***Exciting Opportunity at the California
Department of Social Services....***

**Staff Services Analyst (SSA)
Associate Governmental Program Analyst (AGPA)**

**SSA Salary Range: \$2,817 - \$4,446
AGPA Salary Range: \$4,400 - \$5,348
1 Permanent Full Time Vacancy**



EMPLOYMENT OPPORTUNITY

Are you ready to challenge yourself with a new position? If so, the California Department of Social Services Refugee Programs Bureau County Operations and Performance Unit is looking for an analyst to become part of its team. We are looking for a bright, energetic individual with excellent written and oral communication skills. Desirable qualifications: some familiarity with county welfare department operations, employment programs, or community-based organizations.

The analyst plans, organizes, facilitates and coordinates the provision of ongoing technical assistance and training to counties, local services providers, and private entities. Under the leadership of a Staff Services Manager, the analyst also coordinates with the federal Office of Refugee Resettlement in setting program goals, reviewing and certifying County Refugee Services Plans, and evaluating county refugee projects. Some travel is required.

For more information, please view the duty statement following this notice. If you have any questions, please contact KJ Evans at (916) 654-7250.

The following will be considered for appointment: eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class, former state employees who can reinstate into this class, and persons who are reachable on a current employment list for this classification. Candidates whose eligibility is based on an employment list must submit a copy of their examination results indicating their test score. All interested applicants must submit a standard State Application Form STD 678 (with original signature) and must clearly indicate the basis of their eligibility in line item number 12 (explanation) of the STD 678. Applications without eligibility information will not be considered. Please include the position number 273-5393-703 on the application. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit a copy of their surplus status letter. Only the most qualified candidates will be interviewed.

Final File Date: August 28, 2009

If you are interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

Contact Information: Attn: KJ Evans
CA Department of Social Services
744 P Street, MS 8-9-646
Sacramento, CA 95814

**WELFARE TO WORK DIVISION
REFUGEE PROGRAMS BUREAU
County Operations and Performance Unit
Staff Services Analyst Duty Statement**

Mission of Organizational Unit

The Refugee Programs Branch provides leadership and coordination of refugee programs and services to achieve successful refugee resettlement and self-sufficiency.

Concept of Position

Under the close supervision of a Staff Services Manager (SSM) I, the Staff Services Analyst (SSA) in the County Operations and Performance Unit participates in the process of supervising the Refugee Resettlement Program (RRP). County welfare departments, other county agencies, and contracted service providers operate the RRP at the local level. The SSA acts to ensure the program is operated in compliance with the intent of state and federal regulations, policies, and guidelines. The duties and responsibilities include the following.

A Specific Job Assignments

- 50% Assists with the planning, organizing, facilitating and provision of ongoing technical assistance and training to counties, local service providers and private entities. Under direct supervision of the SSMI, participates in the review and certification of county plans/contracts; conducts ongoing county performance assessments to determine county compliance with certified plans; and helps to negotiate changes regarding program goals and operations.
- 25% Participates in internal and external work groups on special projects, conferences, and symposia to further improvements in the program.
- 10% Participates in federal/state/county efforts to improve service delivery and program performance. Assists in the preparation of program performance reports to submit to the federal Office of Refugee Resettlement.
- 10% Assists in reviews of Refugee Cash Assistance (RCA) case files to ensure correct county administration of refugee eligibility determinations and benefits.
- 05% Performs other duties as required.

B. Supervision Received

The SSA works under close supervision of an SSM I. After clear guidelines are provided, the incumbent is expected to utilize initiative and resourcefulness in completing assignments. Frequent progress checks and status reports on assignments are made and the final product is reviewed for completeness and consistency with Departmental policy.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The analyst has frequent contact with other Refugee Program Bureau staff, other Department program and fiscal organizations, county and community agencies serving refugees, and federal agencies.

F. Actions and Consequences

The RRP provides resources to assist refugees in the transition to self-sufficiency and to promote full participation in civic activities. If the analyst fails to carry out his/her duties appropriately, refugees on public assistance may be unable to effectively access and utilize available RRP services, which may result in an extended dependence on public assistance.

G. Other Information

The incumbent may be required to travel approximately 20 percent.

3/2/09

**WELFARE TO WORK DIVISION
REFUGEE PROGRAMS BRANCH
County Operations and Performance Unit
Associate Governmental Program Analyst
Duty Statement**

Mission of Organizational Unit

The Refugee Programs Branch provides leadership and coordination of refugee programs and services to achieve successful refugee resettlement and self-sufficiency.

Concept of Position

Under the direction of a Staff Services Manager (SSM) I, the Associate Governmental Program Analyst (AGPA) in the County Operations and Performance Unit participates in the process of supervising the Refugee Resettlement Program (RRP). The RRP is administered by county welfare departments, other county agencies, and contracted provider agencies. The AGPA works to ensure that the program is operated in compliance with the intent of state and federal regulations, policies, and guidelines. The duties and responsibilities include, but are not limited to, the more difficult and complex aspects of the following.

A. Specific Job Assignments:

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| 50% | Plans, organizes, facilitates and coordinates the provision of ongoing technical assistance and training to counties, local service providers and private entities. Reviews and certifies county plans/contracts. Conducts ongoing assessments of county performance to determine county compliance with certified plans and negotiate changes in county operations to improve and/or correct the operation of the program. |
| 25% | Represents the Department in local forums, coalitions, and community groups to deal with various aspects of the RRP. Participates in internal and external work groups on special projects, conferences and symposia to further improvements in the program. |
| 10% | Participates in federal/state/county efforts to improve service delivery and program performance. Prepares performance reports on formula and discretionary fund programs to submit to the Office of Refugee Resettlement. |
| 10% | Conducts reviews of Refugee Cash Assistance case files to ensure correct county administration of eligibility determinations and benefits. |
| 05% | Performs other duties as required. |

B. Supervision Received:

The analyst is directly supervised by the SSM I. The incumbent is required to utilize his/her initiative and resourcefulness in completing assignments. Progress and status reports are made frequently and the final product is reviewed for completeness and consistency with Departmental policy.

C. Supervision Exercised:

When appropriate, the analyst will be acting in a lead capacity on various projects and assignments.

D. Administrative Responsibility:

None.

E. Personal Contacts:

The analyst has frequent contact with other Refugee Programs Bureau staff, Department program and fiscal staff, county and community agencies serving refugees, and federal representatives.

F. Actions and Consequences:

The RRP provides resources to assist refugees in the transition to self-sufficiency and to promote full participation in civic activities. If the analyst fails to carry out his/her duties appropriately, refugees on public assistance may not be able to effectively utilize refugee resources and funding, which may result in an extended dependence on public assistance.

G. Other Information:

The incumbent may be required to travel approximately 20 percent.

3/2/09